

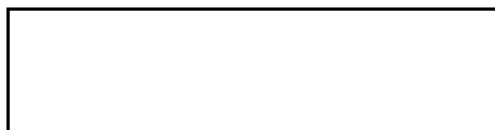
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CORE - CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

WARNING NOTICE -  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED



25X1

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

TOTALS

SAVINGS

Office of Information Services	\$ 1,339,511
Office of Medical Services	
Office of Communications	
Office of Finance	405,000
Office of Logistics	3,561,000
Office of Data Processing	1,176,500
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TOTAL	\$ 6,482,011

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

Office of Information Services

Elimination of Systematic Classification Review	\$ 264,511
Elimination of Freedom of Information Act	1,075,000

Office of Medical Services

Transfer the Overseas Medical Benefits Program

Consolidation of all Agency Medically and  
Psychologically Related Tasks.

Office of Communications

Combine Offices of Communications, SIGINT  
Operations, and Development and Engineering  
Commo Support Groups

Office of Finance

Centralize Travel Accounting	34,000
Consolidation of all Financial Management in the Office of Finance	209,000
Centralization of Budgeting and Management for Personal Services Costs	162,000

Office of Logistics

Standardization of Agency-wide Equipment	3,000,000
Consolidation of Transportation in the Office of Logistics	
Consolidation of Micrographics	245,000

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

Office of Logistics (Continued)

Consolidation of Copier Management	\$ 250,000
Consolidation of Graphics	
Consolidation of Joint Publications Research Service	
Genigraphics in the Printing and Photography Division	66,000
Consolidation, Elimination or Better Utilization of <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1em; vertical-align: middle;"></span>	

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Office of Data Processing

Standardization of Word Processing	1,176,500
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## CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

## Office of Information Services

Activity Description	Current Positions	\$	Savings Positions	\$
1. Elimination of Systematic Classification Review (E.O. 12065)				25X1
The value of this effort for the manpower expended and its true contribution to openness in government are questionable. The estimate of savings is based upon: (1) elimination of systematic review for most all records except finished intelligence, (2) continuation of a review program at NARS to protect our information in other agencies' holdings, and consequently (3) an ability to reduce the strength of Classification Review Division (CRD) by 1 branch chief (GS-14), 6 I.O.-Classification Officers (GS-13), and 1 clerical (GS-04).	<input type="text"/>	\$1,055,688	<input type="text"/>	\$264,511 25X1
2. Elimination of Freedom of Information Act				25X1
This activity consists of processing requests received by the Agency under the provisions of the Freedom of Information Act (FOIA). The projected savings are based upon the Agency being totally exempted from the FOIA and that the exemption is retroactive to cover requests now pending in initial and appeal processing.	<input type="text"/>	\$1,735,000	<input type="text"/>	\$1,075,000 25X1

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## CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

(CONTINUED)

## Office of Information Services

Activity Description	Current Positions	\$	Savings Positions	\$
The total amount will not be saved since we anticipate that we will still have to process referrals from other agencies, and we will still need to respond to requesters to inform them of the CIA exemption. Additionally, we anticipate that we will still be required to process requests under provisions of E.O. 12065 or any new order containing a mandatory review provision.				

25X1 The figures of  are based upon the number of man-hours devoted to the FOIA translated into man-years.

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## CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
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## Office of Medical Services

Activity Description	Current Positions	\$	Savings Positions	\$
1. Transfer the Overseas Medical Benefits Program from the Office of Personnel to the Office of Medical Services (enhance efficiency and response time of medical claims and permit reallocation of resources).	0		Cannot estimate at this time	
2. Consolidation of all Agency medically and psychologically related tasks. For example, combine psychological services in the Office of Technical Service with psychological services in the Office of Medical Services (OMS). A study should be made to determine if medically related and psychologically related tasks in the Agency, requiring consultants and employees with specialized skills and knowledge, could be more effectively and economically used by consolidation. Job enrichment and career enhancement should be the factors to be taken into consideration in the study.	Cannot estimate at this time		Cannot estimate at this time	

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
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Office of Finance

Activity Description	Current Positions	\$	Savings Positions	\$	
1. Centralize Travel Accounting	<input type="checkbox"/>	\$396,000	2	\$34,000	25X1
<p>The Office of Finance (O/FIN) only processes travel accountings for DO components and components which do not have their own travel audit capability. Savings are possible and service can be improved by transferring all present travel accounting functions and positions to O/FIN. We anticipate a minimum increase in productivity of 10% will result from "Economies of Scale."</p>					
2. Consolidation of all financial management in O/FIN (decentralized finance personnel to report directly to O/FIN)	<input type="checkbox"/>	\$3,410,000	9	\$209,000	25X1

Although all financial systems are the responsibility of O/FIN, certification and accounting are in large part decentralized to the office and division level presenting a weakness in the degree to which this Office can enforce regulations and standards designed to protect the Agency against fraud and waste and can react to support operations and other Agency purposes in the most effective and efficient manner. With the consolidation of these functions within O/FIN, our aim is to introduce a greater degree of consistency and uniformity and allow for a more effective and timely reaction to resource

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

Office of Finance

Activity Description	Current Positions	\$	Savings Positions	\$
allocation/reallocation needs. Recognizing that certain positions must remain within the operating components, some functions and services performed could be physically collocated within the main office. We anticipate that centralization could lead to a minimum increase in productivity of 10% in those positions devoted to audit and certification processes (approximately 88) as a result of "Economies of Scale."				
3. Centralization of Budgeting and Management for Personal Services Costs	<input type="checkbox"/>	\$162,000	<input type="checkbox"/>	\$162,000 25X1

The obligations for personal service costs are presently administered by offices and divisions. However, almost all personal service obligations are computer generated by personnel actions and time and attendance reports. Centralization of these functions in OP or the Comptroller's Office, relying on data derived from the Agency's "personnel" systems would improve personal service cost management, would free up personnel doing these tasks in offices, and would enable offices to concentrate on the management of nonpersonal

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## CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

## Office of Finance

Activity Description	Current Positions	\$	Savings Positions	\$
service costs. Estimated amount of savings may be conservative as the total was based on an estimate of time required to prepare the required budget exercises only. Any savings realized by components could be offset by additional staffing required by the Offices of the Comptroller or Personnel to administer the Agency's personal services budget.				

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

Office of Finance

Activity Description	Current		Savings	
	Positions	\$	Positions	\$
1. Centralize Travel Accounting	<input type="text"/>	\$396,000	2	\$34,000 25X1
<p>The Office of Finance (O/FIN) only processes travel accountings for DO components and components which do not have their own travel audit capability. Savings are possible and service can be improved by transferring all present travel accounting functions and positions to O/FIN. We anticipate a minimum increase in productivity of 10% will result from "Economies of Scale."</p>				
2. Consolidation of all Financial Management in O/FIN (decentralized finance personnel to report directly to O/FIN)	<input type="text"/>	\$3,410,000	9	\$209,000 25X1

Although all financial systems are the responsibility of O/FIN, certification and accounting are in large part decentralized to the office and division level presenting a weakness in the degree to which this Office can enforce regulations and standards designed to protect the Agency against fraud and waste and can react to support operations and other Agency purposes in the most effective and efficient manner. With the consolidation of these functions within O/FIN, our aim is to introduce a greater degree of consistency and uniformity and allow for a more effective and timely reaction to resource

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## CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

## Office of Finance

Activity Description	Current Positions	\$	Savings Positions	\$
allocation/reallocation needs. Recognizing that certain positions must remain within the operating components, some functions and services performed could be physically collocated within the main office. We anticipate that centralization could lead to a minimum increase in productivity of 10% in those positions devoted to audit and certification processes (approximately 88) as a result of "Economies of Scale."				
3. Centralization of Budgeting and Management for Personal Services Costs		\$162,000	7	\$162,000

25X1

The obligations for personal service costs are presently administered by offices and divisions. However, almost all personal service obligations are computer generated by personnel actions and time and attendance reports. Centralization of these functions in OP or the Comptrollers Office relying on data derived from the Agency's "personnel" systems would improve personal service cost management, would free up personnel doing these tasks in offices, and enable offices to concentrate on the management of nonpersonal

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
1. Standardization of Agency-wide Equipment			Add 2	\$3,000,000

There is a lack of centralized programmatic planning in the procurement of office equipment and related services. This causes a proliferation of contracts to satisfy the individual needs of many users and mitigates against economy of scale considerations in the acquisition process.

A concentrated effort to increase standardization in the procurement of office equipment and related services could result in acquisition cost savings of approximately \$3,000,000, but several additional people will be required.

2. Consolidation of Transportation  
in the Office of Logistics

Unknown

The Office of Logistics (OL) is the primary manager of transportation assets and requirements for the Agency. This includes motor pool operations, truck fleet, and arrangements with military and commercial carriers for the movement of official cargo. There are, however, arrangements made by components outside OL for special airlift missions in connection with ongoing national programs and special projects. These airlift

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
missions are usually not coordinated with OL and do not always utilize the full load capacities of the aircraft. These missions also often operate in the same areas where OL has requirements to move material.				

Through a centralization of all transportation tasking into the OL, better utilization could be made of available assets with resulting economics in manpower and monies.

3. Consolidation of  
Micrographics

25X1

The proposal for consolidation of micrographic facilities in the Agency is based on the premise that cost reductions could be made in four areas:

[REDACTED]

Unknown

[REDACTED]

\$245,000 25X1

personnel ([REDACTED])  
floor space (3,941 sq. ft.);  
equipment (29 pieces); and  
supplies (\$12,388). It is  
estimated that operating costs  
could be reduced by \$230,000-  
\$260,000 per year.

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## CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

(CONTINUED)

## Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
4. Consolidation of Copier Management				
A recently concluded study on the consolidation of copier management indicates that Printing and Photography Division (P&PD) could assume responsibility for the program with the addition of two positions to its staffing complement. The cost of the two-position increase would be more than offset by cost-saving projections of approximately \$250,000 annually in outlying years. The cost reduction would be acquired through equipment bid solicitations, comprehensive planning for equipment placements, equipment sharing, lower cost maintenance contracts, and streamlined certifications for payment of bills.	1	\$16,000	Add 2	\$250,000

## 5. Consolidation of Graphics

25X1 There are  visual information specialists employed in 9 separate graphics shops. Although consolidation may not be feasible in the larger facilities, it is a viable solution for better utilization of manpower

 Unknown

0

Unknown 25X1

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## CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

(CONTINUED)

## Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
25X1 and space in 5 shops which employ <span style="border: 1px solid black; padding: 0 10px;"> </span> specialists. The number of positions would not be reduced but the potential for better service to Agency customers through consolidation of effort is present.				
6. Consolidation of Joint Publications Research Service (JPRS), FBIS, in P&PD				
P&PD is receptive to the consolidation of JPRS activities with the Division. The JPRS operation has been observed in the past by P&PD officials and there is a consensus that consolidation would yield greater efficiency. The precise amount of savings possible through the merger could only be determined through an in-depth study of the current situation in JPRS.	Unknown	Unknown	Unknown	Unknown

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## CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

(CONTINUED)

## Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
7. Genigraphics in the Printing and Photography Division, OL	Unknown	Unknown	Unknown	\$66,000

The Genigraphics System was acquired by the National Foreign Assessment Center (NFAC) for a "best guess" cost of \$600,000. The Printing and Photography Division (P&PD) feels that computer graphics service would not be adversely impacted by Genigraphics' placement in the Division. As a matter of fact, P&PD is in the process of requisitioning a computer graphics system of its own for \$66,000, with delivery sometime around 1 October 1981. This cost could be avoided by the turn-over to P&PD of the Genigraphics System. P&PD is not knowledgeable enough of how NFAC uses the system and, therefore, cannot comment on whether it could provide the service with less positions than NFAC employs. It is assumed only that P&PD could become as efficient as NFAC in the use of the system.

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

(CONTINUED)

Office of Logistics

	Activity Description	Current Positions	\$	Savings Positions	\$
25X1	suburban locations, it is estimated the property could be valued at \$25,000 per acre.				
	[REDACTED]				
25X1	recommends its consideration for greater utilization by the Agency. The Agency has a current and continuing need for conference and training facilities. Priority activities and security of both [REDACTED] have placed restrictions on the general use of these facilities. Sufficient acreage exists at [REDACTED] to accommodate the construction of a substantial conference center to relieve this situation. Such a center could include both conference and training rooms as well as mess and lodging facilities. Construction of such facilities would be independent of the existing OS facilities and could be accomplished incrementally in accordance with a master plan.				

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## CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
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## Office of Data Processing

Activity Description	Current Positions	\$	Savings Positions	\$
Standardization of Word Processing				
Very substantial discounts have been provided by computer equipment manufacturers in bidding on competitive procurements. Competitive procurement of the equipment for a standard family of word processors for Agency-wide needs will force a runoff between the major suppliers of such equipment. Using the modest 13 percent off of list price obtained by the State Department in their recent procurement and applying it to a typical stand-alone work station which costs approximately \$10,000, we can anticipate a savings of \$1,300 per installed unit. If the present Agency-wide inventory of 505 word processors were replaced by standard units, a savings of \$656,500 would be effected in cost avoidance as an absolute minimum. A more realistic number of 2,000 units is anticipated for installation during the systems life of the contract. This equates to a savings of \$520,000 annually.	0			\$656,500 (one time) 520,000 annually

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION  
OR ELIMINATION OF DUPLICATION

Office of Data Processing

Activity Description	Current Positions	\$	Savings Positions	\$
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Competitive procurement of the equipment for the SAFE Computer Center represents a savings of \$28,000,000 over the system life of the equipment. This particular savings must be tempered by the costs of working with new equipment, bringing in new support people, and assimilating a new vendor into the Office of Data Processing (ODP) environment.